

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

A+ Grades Up

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Unsatisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	In Compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 4:1	Satisfactory		

ACTION NEEDED: NONE

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: A+ Grades Up
REVIEWER: ST, CE

DATE DOCUMENTATION RECEIVED: 1/19/07

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	S	U	COMMENTS
Tutor qualifications	ONE of the following: -Tutor resumes/applications (<u>all tutors</u>) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	-Tutor applications - Tutor recruiting policy		U	Tutor recruitment policy matches description in provider application. All tutor qualifications except for one tutor meet qualifications stated in the application.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Incentive policy -Recruitment fliers	S		Incentive policy and recruitment flier for parents is appropriate and is in-line with provider application.
Academic Program	ONE of the following: -Lesson plan(s) for one class in all subjects offered <i>In addition to:</i> ONE of the following: -Detailed lesson description -Specific connections to Indiana standards -Description of connections to curriculum of EACH district the provider works with.	-Detailed lesson description -Lesson design overview -Lesson plan for reading	S		Detailed lesson description matches observed lesson and description from provider's application. Lessons connect to Indiana Academic Standards.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	-Progress report -Timeline for sending progress reports	S		Progress reports are distributed to parents and teachers monthly. Progress report addresses student assessment scores, standards on which student is working, instructional strategies being used, and student progress.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: A+ Grades Up
SITE: Clinton Young Elementary 5740 McFarland Road
TUTOR'S INITIALS (ALL TUTORS OBSERVED): LC
NUMBER OF LESSONS OBSERVED: 4

DATE: 12-14-06
REVIEWER: ST, CE
TIME OF OBSERVATION: 4:10-4:40 pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		<p>Lessons were structured so that 4 students at varying ability and age levels sat at desks with the tutor. Each student worked on a different individualized assignment based on deficiency areas identified by their pretests (the CAT5). Students worked on reading and math activities. In math, students completed workbook pages/worksheets that focused on writing mixed numbers as decimals, addition/subtraction skill building, multiplication facts, and rounding numbers. In reading, a student read a passage and then answered reading comprehension questions from a worksheet. The tutor provided direct support/assistance to one student at a time.</p> <p>Lessons were organized such that the tutor introduced a lesson to a student, the student was encouraged to practice the skill on their own, and when the student finished the assignment the tutor reviewed the student's answers and coached the students on questions to which students gave incorrect responses before moving on to the next lesson or activity. Students who were not working directly with the tutor worked on completing their own individual assignments.</p> <p>Observed lessons match lesson description submitted and the description in provider's original application.</p>
Instruction is clear	S		Tutor provided clear directions that students were able to understand. Tutor provided direct support if/when students requested assistance. Tutor was aware of student needs and adapted the level of instruction accordingly.
Time on task is appropriate	S		Students generally stayed on task. Tutor was able to redirect students who were supposed to be working independently on assignments when they were off task.
Instructor is appropriately knowledgeable	S		Tutor was familiar with the content of the assignments as evidenced by her ability to appropriately clarify instruction and answer questions posed by students in manner that was easy for them to understand. Tutor used appropriate techniques such as phonics and guided oral reading for a student that faced reading challenges in a manner that was in line with the description in provider's application.
Student/instructor ratio: <u>4:1</u>	S		Application notes that the ratio will be 5-8:1 and that instruction will be in small groups. A 4:1 ratio and small group instruction were observed.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: A+ Grades Up
REVIEWER: ST, CE

DATE DOCUMENTATION RECEIVED: 1/19/07

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks	C	
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Safety plans -Student release form -Parent persistent lateness policy	C	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	-Formal documentation of legal status -Financial statement -Statement regarding legal name for A+ Grades Up	C	